

NAWCWDINST 5305.1A CH-4  
731000E  
17 Aug 2000

NAWCWD INSTRUCTION 5305.1A CHANGE TRANSMITTAL 4

From: Commander, Naval Air Warfare Center Weapons Division

Subj: INCENTIVE AWARDS

Encl: (1) Revised page 6  
(2) Revised page 4-1 and 4-2 Intangible/Tangible Benefits  
Tables  
(3) New page 1-4-5, Naval Aviation Systems Team "You Made  
A Difference"  
(4) Revised page 1-6-5-2  
(5) New page 1-6-2, Sustained Excellence Award  
(6) NAWCWD Award Nomination Form NAWCWD 12451/1 (Rev. 3-00)  
(7) Honorary Award Nomination Format NAWCWD 5305/1 (Rev. 6-00)

1. Purpose. To issue Change Transmittal 4 to the basic instruction.

2. Action. Make the following pen changes:

a. On page 3, paragraph f.(1), change "NAWCWD 5305/1 (6-00), Award Nomination" to read "NAWCWD 5305/1 (6-00), Honorary Award Nomination Format or NAWCWD 12451/1 (3-00), NAWCWD Award Nomination Form".

b. On page 5, paragraph i.(4), delete "Meet quarterly, alternating between Point Mugu and China Lake; delete "between quarterly meetings".

c. On page 1-4-2-1, Kit Skaar Award:

(1) In paragraph 2a, change "NAWCWPNS" to "NAWCWD"; delete "a monetary award". Following NAWCWD, insert "A monetary award of \$300 is funded by the nominating code".

(2) In paragraph 2b, change "NAWCWPNS" to "NAWCWD".

(3) In paragraph 2c, change "NAWCWPNS" to "NAWCWD".

(4) In paragraph 3a, change "NAWCWPNS" to "NAWCWD".

(5) In paragraph 4, change “previous recipients of the Kit Skaar Award evaluate the nominations and make the selection” to “members of the Explosive Safety Policy Board (ESPB) will evaluate the nominations and make the selection”. Also, change “according to procedure 4, enclosure (1)” to read “to the Safety Office, Code 840000D”.

d. On page 1-5-2, Contracts Professional Excellence Award, paragraph 2, delete “and \$500”; add “This award includes a monetary award of \$500-\$1,000, based on the contribution/accomplishment”.

e. On page 1-5-3, Logistics Excellence Award, paragraph 2b, delete “and \$500”; add “This award includes a monetary award of \$500-\$1,000, based on the contribution/accomplishment”.

f. On page 1-5-4, Research and Engineering Excellence Award, paragraph 2b, delete “and \$500”; add “This award includes a monetary award of \$500-\$1,000, based on the contribution/accomplishment”.

g. On page 1-5-5, Test and Evaluation Excellence Award, paragraph 2b, delete “and \$500”; add “This award includes a monetary award of \$500-\$1,000, based on the contribution/accomplishment”.

h. On page 1-5-6, Corporate Operations Award for Superior Achievement, paragraph 2b, delete “and \$500”; add “This award includes a monetary award of \$500-\$1,000, based on the contribution/accomplishment”.

i. On page 1-5-7, Shore Station Management Technical Award, paragraph 2b, delete “and \$500”; add “This award includes a monetary award of \$500-\$1,000, based on the contribution/accomplishment”.

ACTION:

j. Remove page 6 of the basic instruction and replace with enclosure (1) of this change transmittal.

k. Remove pages 4-1 and 4-2 of the basic instruction and replace with enclosure (2) of this change transmittal. File page 4-3 following page 4-2.

l. Remove page 1-4-5 of basic instruction and replace with enclosure (3) of this change transmittal.

m. Remove page 1-6-5-2 of basic instruction and replace with enclosure (4) of this change transmittal.

- n. Add enclosure (5) following page 1-6-1.
- o. Remove enclosure (2) of the basic instruction and replace with enclosures (6) and (7).

/s/  
R. B. Ormsbee

11 January 2001

ERRATUM

NAWCWD INSTRUCTION 5305.1A CHANGE TRANSMITTAL 4

Subject: INCENTIVE AWARDS

The last sentence in paragraphs "d" through "i" was omitted and should be added as follows:

"The monetary award is at the discretion of Level 1."

The following paragraph was omitted and should be added as follows:

j. On page 1-6-3, change the On-the-Spot Award monetary value as follows:

- (1) \$200 based on a limited affect on the functions or mission of NAWCWD
- (2) \$500 based on a moderate change or modification of an operating principle or procedure with an extended affect on the functions or mission of NAWCWD
- (3) \$700 based on a substantial change or modification of an operating principle or procedure; important improvements to the value of a product or program which furthers the mission of NAWCWD

Subsequently, paragraphs "j" through "o" should be changed to "k" through "p".

b. Award nominations that require presentation or approval by the Commander, NAWCWD, must include:

- (1) Memorandum to the Commander, NAWCWD
- (2) Honorary Award Nomination Format, NAWCWD 5305/1 (6-00) (R)
- (3) Citations, if required
- (4) A list of award recipients for group awards: name, pay plan, series, grade, and code

c. Approval/disapproval of an award is not grievable or appealable.

d. Military members receive a cash award only if the contribution meets the criteria of reference (c).

9. Action. The Incentive Awards Program is administered per the procedures provided in this instruction. Obtain advice and guidance on this instruction from the Awards Program Administrator, Human Resources Department. Supervisors and competency managers have the responsibility for coordinating the approval and processing of awards. This includes the coordination required when nominations cross competency and/or business unit lines. Specifically, supervisors and competency managers are responsible for selecting the most appropriate form of recognition and rewarding their employees on a timely basis. (R)

10. Forms. Recommendations for recognizing employees within their organization will be documented as follows:

a. NAWCWD 12451/1 (3-00), NAWCWD Award Nomination Form, for an individual's or a group of individuals' contribution or accomplishment as warranted by their performance throughout the entire performance year. (R)

b. Nominations for honorary awards, which require additional approvals, will be documented using NAWCWD 5305/1 (6-00), Honorary Award Nomination Format. (R)

Forms can be reproduced locally and are available electronically via the Human Resources Department website at: <http://www.nawcwpns.navy.mil/~hrd/awards/awards.pdf>

11. Directive Responsibility. The Head, Human Resources Department, Code 730000E, is responsible for keeping this instruction current.

SCALE OF AWARD AMOUNTS BASED ON INTANGIBLE BENEFITS

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	<i><b>LIMITED</b></i>	<i><b>EXTENDED</b></i>	<i><b>BROAD</b></i>	<i><b>GENERAL</b></i>
	Affects functions, mission, or personnel of one facility, installation, regional area, or an organizational element of headquarters. Affects small area of science or technology.	Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.	Affects functions, mission, or personnel of several regional areas or commands, or an entire department or agency. Affects an extensive area of science or technology.	Affects functions, mission, or personnel of more than one department or agency, or is in the public interest throughout the Nation and beyond.
<i><b>MODERATE</b></i>  Change or modification of an operating principle or procedure with limited use or impact.	\$25 - \$500	\$501 - \$750	\$751 - \$1,000	\$1,001-\$1,500
<i><b>SUBSTANTIAL</b></i>  Substantial change or modification of procedures. Important improvements to the value of a product, activity, or program.	\$501 - \$750	\$751 - \$1,000	\$1,001 - 1,500	\$1,501 - \$3,150

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<b><i>HIGH</i></b>  Complete re- vision of a basic principle or procedure; a highly significant improvement to the value of a product or service.	\$751 - \$1,000	\$1,001 - \$1,500	\$1,501 - \$3,150	\$3,151 - \$6,300
<b><i>EXCEPTIONAL</i></b>  Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$1,001 - \$1,500	\$1,501 - \$3,150	\$3,151 - \$6,300	\$6,301 - \$10,000

SCALE OF AWARD AMOUNTS BASED ON  
TANGIBLE BENEFITS

<u>BENEFITS</u>	<u>AWARD</u>
<u>Estimated First-Year Benefits</u>	<u>Amount of Award to Employee</u>
Up to \$10,000 in benefits	10% of benefits
Between \$10,000 and \$100,000 in benefits	\$1,000 plus 3% to 10% of benefits over \$10,000
More than \$100,000 in benefits	\$3,700 to \$10,000 for the first \$100,000 in benefits, plus 0.5% to 1.0% of benefits above \$100,000 up to \$25,000, with the approval of the Office of Personnel Management via the Office of the Secretary of Defense. Presidential Approval is required for all awards of more than \$25,000.



NAVAL AVIATION SYSTEMS TEAM  
“YOU MADE A DIFFERENCE”

☒ Navy      ☐ Non-Navy      ☐ Local      ☒ Military      ☒ Civilian

1. Background. A monthly awards program, called, “You Made A Difference”, started in November 1998 which allows teammates to recognize each other. The “You Made a Difference Award” is a peer-recognition award that allows military and civilian employees to recognize a co-worker who helped them accomplish a significant task in support of the TEAM’s mission.

2. Description

a. Award recipients will receive an official NAVAIR coin to commemorate their acts. Each coin will be inscribed with the NAVAIR seal and the words, “You Made A Difference”.

b. The award is presented by the employee’s supervisor, or equivalent, in an appropriate setting.

3. Criteria

a. An individual suggesting that another individual be recognized for outstanding service toward the command’s mission.

b. Eligibility is restricted to current employees.

4. Procedures. Recommendations are initiated by a co-worker. This TEAM-wide award is administered through the Command Master Chief’s office (AIR-OOCMC). Nominations may be submitted by email directly to [connorjj@navair.navy.mil](mailto:connorjj@navair.navy.mil) and must include the nominee’s name, organization, point of contact name and telephone number and a detailed description of the award-deserving service. Submissions are collected throughout the month and reviewed by the Vice Commander and the Command Master Chief. Awards will be presented the following month.

(3) Honorable military service away from NAWCWD when preceded by NAWCWD civilian service and followed by the employee's return to civilian service within NAWCWD.

- R) 4. Procedure. Information on length of service for eligible employees is maintained by the Human Resources Department and is available electronically by designated Department Administrative office. Competency awards coordinators are responsible for acquiring emblems and certificates and ensuring presentations of awards. The signature of the Secretary of the Navy may be obtained on career service certificates for 40 or more years of service. Certificates requiring signature by the Secretary of the Navy are coordinated by the Human Resources Department.

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## SUSTAINED EXCELLENCE AWARDS

1. Description. Sustained Excellence Awards may be granted for demonstrated, sustained, and excellent performance. Typically this award is granted to individuals, however, groups or teams are also eligible to receive this award. This type of recognition is appropriate when an employee(s) consistently performs substantially beyond expectations. Sustained Excellence Awards are a one-time cash award and will not alter the employee's rate of pay. Only the GS or the Federal Wage System employees may be granted a Sustained Excellence Award. Demonstration Project Employees and members of the Senior Executive Service (SES) are ineligible for this particular award.

2. Selection Criteria. Employees must meet the following criteria to receive a Sustained Excellence Award:

a. Last rating of record must be "Acceptable" or higher.

b. Demonstrated sustained performance of high quality, significantly above that expected at the "Acceptable" level (i.e., exceeded the "Acceptable" criteria depicting unusually good or excellent quality or high quantity of work provided ahead of schedule and with less than normal supervision).

c. The performance resulted in a significant contribution to the organization's mission or a continuously high quality product or service to customers.

3. Procedure. Sustained Excellence Awards may be granted at any time during the performance year. The local competency manager/supervisor or team leader may nominate the employee(s) using NAWCWD 12451/1 (3-00). The nominating official must provide substantial written documentation to justify the basis and the award amount. The next level competency manager/supervisor with fiduciary authority will review and approve worthy nominations.

4. Approval Guidance. The amount of a Sustained Excellence Award may be determined by using a specific dollar amount or a percentage of basic pay. Basic pay is determined without taking into account any locality-based comparability, interim geographic adjustment, or special law enforcement adjustment. Managers may grant Sustained Excellence Awards within the dollar thresholds below: \*

<u>Approving Official</u>	<u>Maximum Approval Authority</u>
Local Competency Managers/Supervisors	\$2,500 per individual
National Level 1 Competency Leaders	\$5,000 per individual
COMNAVAIRSYSCOM/ PEOs	\$7,500 per individual
SECNAV*	\$10,000 per individual
DOD/OPM via SECNAV	greater than \$10,000 per individual

\*Awards exceeding 10 percent, and up to 20 percent of an employee's annual rate of basic pay, must be approved by the Secretary of the Navy